

Adjutant General's Department

8/1/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

| <u>Location</u> | <u>*Open</u> | <u>Position</u> | <u>Title</u> | <u>Department</u> | <u>Closing Date</u> |
|-----------------|--------------|------------------------|---|-------------------|---------------------|
| Topeka | 1,2,3 | Unclassified Full-time | NEW Public Service Executive II – Lead Intelligence Analyst Kansas Intelligence Fusion Center https://www.da.ks.gov/ps/pub/reginfo.asp?id=175160 | HLS Topeka | August 14, 2013 |
| Topeka | 1,2,3 | Unclassified Full-time | NEW Planner II – Communications Training & Exercise Specialist Director of Information Technology https://www.da.ks.gov/ps/pub/reginfo.asp?id=175160 | DOIT Topeka | August 14, 2013 |
| Topeka | 1,2,3 | Unclassified Full-time | Telecommunications Control Technician III Director of Information Technology https://www.da.ks.gov/ps/pub/reginfo.asp?id=175005 | DOIT Topeka | August 11, 2013 |

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Public Service Executive II – Lead Intelligence Analyst **Kansas Intelligence Fusion Center, Topeka, KS**

Requisition # 175157 – Closes August 14, 2013 - Full time, unclassified with benefits, state position, salaried at \$2,158.40 per two weeks. Normally a 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 8/14/2013.

Job Description: The Lead Intelligence Analyst plans, coordinates and oversees the analysis of intelligence information pertinent to the State of Kansas and its citizens. Work involves developing or revising the operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities. The position will supervise intelligence analysts and ensure that their analysis products meet the professional standards of the intelligence community. In addition, the successful applicant will be responsible for oversight of the intelligence cycle to ensure that privacy and civil liberties are safeguarded. The employee will be required to regularly oversee the development of and deliver intelligence briefings to state policy makers.

Minimum and Preferred Qualifications:

- Must have at least five years of prior experience in intelligence analysis, focusing on Homeland Security issues. Experience in the handling and analysis of classified information is preferred, especially the production of finished intelligence products concerning counter-terrorism, counter-intelligence, cyber security threats and chemical, biological, radiological and nuclear threats.
- Must hold a bachelor degree from an accredited college or university. A degree in Political Science, International Affairs, or related disciplines is preferred.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

- Must have ability to plan, assign, and supervise the work of others.
- Must have ability to communicate effectively orally and in writing. Experience in the editing or guiding the production of intelligence assessments within an interagency or joint environment is preferred.
- Must have computer skills, including the operation of Microsoft Office. Experience using M3, TAC, A-Space, ANB and Palantir is preferred.
- Must have ability to establish and maintain satisfactory working relationships with administrative officials, other employees, community organizations and the public. Experience providing briefings to senior staff and policy makers is preferred.
- Must have ability to identify and analyze problems and to select, implement, and evaluate solutions.
- Completion of advanced professional training by the intelligence community is preferred.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Top Secret/Sensitive Compartmented Information Security clearance, including a polygraph.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #175157. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Planner II - Communications Training & Exercise Specialist **Director of Information Technology, Topeka, KS**

Requisition # 175160 – Closes August 14, 2013 - Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 8/14/2013.

Job Description: The successful applicant must have demonstrated ability to work independently with minimum supervision in order to accomplish the goals of the position. Applicant must be knowledgeable in emergency communications and NIMS/ICS procedures. Primary purpose of position is to deliver training and outreach to all jurisdictions and levels of government regarding interoperable communications to include voice and data. Particular emphasis will be on the statewide interoperable communications system as well as emerging wireless communications delivery. Applicant should have ability to prepare and deliver presentations and courseware to small and large audiences in order to effect learning and understanding. Applicant should be proficient with Microsoft Office Suite, information management to include tracking, recordkeeping, trend analysis, etc. Ability to coordinate between multiple disparate entities is a must. Some exercise planning and design desired. Extensive statewide travel will be required.

Minimum and Preferred Qualifications: High school diploma or GED and five (5) years of background related to the use of two-way emergency communications/dispatch or two-way radio sales/maintenance. Prefer background in public safety, National Incident Management System (NIMS), Incident Command System (ICS) and adult training/teaching.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #175160. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Telecommunications Control Technician III Director of Information Technology, Topeka, KS

Requisition # 175005 – Closes August 11, 2013 - Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 8/11/2013.

Job Description: This position works in the configuration management, monitoring, and troubleshooting of data, voice, or video systems. Responsible for bringing new systems on line, ensuring proper interface and resolve major unplanned network failures with little to no disruption to users. Interfaces new or upgraded systems into the network, forecasting future network operational needs, troubleshooting major and or previously undocumented systems failures, continually testing and analyzing the network and its various systems, and identifying and planning for potential system problems. Analytical thought becomes more important at this level due to increased data and changing situations. Involves leadership as a senior consultant or project leader, or supervisor of a small staff, performing the same or similar work as those overseen.

Incumbent effectively reviews, plans and maintains the physical phone system. This includes providing tactical and strategic input on overall phone system planning and related projects. He/she is responsible for all phone equipment within each branch as well as training of personnel in its use. Performs routine network equipment and telecom system startup and shutdown procedures, and maintains control records. Extracts information required by technicians in identifying the individual wires, cables, and cross connections that make up the network. Tests and analyzes all elements of the data, voice, or video networks, including software, power, communication equipment, lines, modems, and terminals through terminal input. Analyzes information obtained from various computer systems and dials in to remote network concentrators, multiplexers and PBXs to isolate network problems.

Monitors network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future. Diagnose hardware and software problems and repairs, replaces, or adjusts defective components. Employee must be able to work on multiple projects simultaneously.

Minimum and Preferred Qualifications: Requires successful completion of 24 hours of computer science, telecommunications or video maintenance coursework or appropriate certification; Three (3) years experience in monitoring and problem solving data, voice, and/or video networks. Incumbent must have full color vision, ability to climb ladders, and this position is required to travel throughout the State with occasional overnight stays.

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IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance.

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may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #175005. The Adjutant General's Department is an Equal Opportunity Employer.

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[http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

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